



# ***Foreign Schools Lesson Plan***



October 2015 – Version 1.0

**Foreign Schools  
Lesson Plan**

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**Foreign Schools (1.5 hour)**

**Lesson Overview**

Purpose of the Lesson:	The purpose of this lesson is to provide the knowledge required to process a delimiting date extension, a Foreign School Certificate of Eligibility (COE), and an enrollment certification (VA Form 22-1999).
Prerequisite Training Requirements:	None
Target Audience:	This lesson is intended for the Education Specialist in any of the regional processing offices (RPOs).
Lesson References:	The following references support the content of this lesson: <ul style="list-style-type: none"><li>• CFR<ul style="list-style-type: none"><li>○ 21-4260 Courses in Foreign Countries</li><li>○ 21-9640 Rates of Payments of Education Assistance</li></ul></li><li>• M22-4<ul style="list-style-type: none"><li>○ Part III 1.03 Jurisdiction over Foreign Training</li><li>○ Part III 7.05 Study in a Foreign Country</li><li>○ Part IX 1.02 Jurisdiction over Program Approvals</li></ul></li></ul>
Lesson Objectives:	At the conclusion of this lesson, given references the Education Specialist will be able to: <ul style="list-style-type: none"><li>• Define foreign school trainings, with 80% accuracy.</li><li>• Define other types of foreign school training, with 80% accuracy.</li><li>• Recognize foreign school processing procedures, with 80% accuracy.</li></ul>

**Instructor Notes**

The student will gain the knowledge required to process a Foreign School Certificate of Eligibility (COE) and enrollment certification (VA Form 22-1999) with accuracy.

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<b>PowerPoint Slides</b>	<b>Instructor Activities</b>
<b>Foreign School</b>	<p><b>DISPLAY</b> slide <b>1</b> "Foreign School"</p> <p><b>INTRODUCE</b> yourself as the instructor and introduce any fellow instructors.</p> <p><b>INTRODUCE</b> the lesson.</p>
<b>Overview of Today's Training</b>	<p><b>DISPLAY</b> slide <b>2</b> "Overview of Today's Training"</p> <p><b>PROVIDE</b> an overview of the day's schedule.</p> <p><b>EXPLAIN</b> that students will be learning about foreign schools today.</p> <p><b>DISCUSS</b> how the subject fits into the lesson purpose, goals, and importance.</p>
<b>Introductions (Optional)</b>	<p>If appropriate, <b>ASK</b> students to introduce themselves.</p> <ul style="list-style-type: none"> <li>• Student introductions <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Office location</li> </ul> </li> <li>• Time in position with VA</li> </ul>
<b>Icebreaker Activity (Optional)</b>	<p><b>DISPLAY</b> slide <b>3</b> "Icebreaker Activity"</p> <p><b>ASK</b> the question: <i>How would you spend 1 million dollars?</i></p> <p><b>ENCOURAGE</b> students to think about their responses.</p> <p><b>RECORD</b> student responses for review at the end of the lesson.</p> <p><b>TRANSITION</b> to the next slide to tie the responses into the lesson objectives.</p>

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<b>PowerPoint Slides</b>	<b>Instructor Activities</b>
<p><b>Lesson Objectives</b></p> <p>At the end of this lesson, you will be able to:</p> <ul style="list-style-type: none"> <li>Given references, define foreign schools, with 80% accuracy.</li> <li>Given references, define other types of foreign training, with 80% accuracy.</li> <li>Given references, recognize foreign school processing procedures, with 80% accuracy.</li> </ul>	<p><b>DISPLAY</b> slide <b>4</b> "Lesson Objectives"</p> <p><b>REVIEW</b> the lesson objectives and assure students they will have opportunities to practice what they learn.</p> <p><b>EMPHASIZE</b> that the post-lesson assessment will align with the content and these objectives.</p>
<p><b>Foreign School Training</b></p> <p>Foreign School training occurs when a:</p> <ul style="list-style-type: none"> <li>Claimant is attending a Foreign Institution outside of the U.S.</li> <li>Foreign Institution will grant/award the degree</li> </ul> <p>Foreign Institutions must be an Institution of Higher Learning (IHL) and programs must be approved.</p>	<p><b>DISPLAY</b> slide <b>5</b> "Foreign School Training"</p> <p><b>INFORM</b> the student that NCD and Distant learning are not approved for Foreign School Training</p>
<p><b>Other Types of Training</b></p> <p>Although a claimant may pursue a program of education in a foreign country while enrolled in an IHL in the United States, this does <b>NOT</b> meet the definition of Foreign School Training.</p> <p>These types of training include:</p> <ul style="list-style-type: none"> <li>Study Abroad Program</li> <li>Branches or Extensions of U.S. IHLs</li> <li>Primary/Secondary Relationships</li> </ul>	<p><b>DISPLAY</b> slide <b>6</b> "Other Types of Training"</p> <p><b>EXPLAIN</b> the programs that do not meet the requirement for a foreign school.</p>
<p><b>Study Abroad Program</b></p> <p>The Study Abroad program at a foreign institution is written into the degree program at the U.S. School. Study</p>	<p><b>DISPLAY</b> slide <b>7</b> "Study Abroad Program"</p> <p><b>PROVIDE</b> examples of approved study abroad programs.</p>

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<b>PowerPoint Slides</b>	<b>Instructor Activities</b>
<p>Abroad programs:</p> <ul style="list-style-type: none"> <li>• Are approved by the State Approving Agency (SAA) in the state of the U.S. school (i.e. Junior Year Abroad program)</li> <li>• Attendance is certified by the U.S. School</li> </ul>	
<p><b>Branches or Extension of U.S. IHLs</b></p> <p>Extensions of U.S. IHLs can occur if the claimant is attending a branch or extension of a U.S. school in a foreign country (normal processing procedures apply).</p>	<p><b>DISPLAY</b> slide <b>8</b> "Branches of Extension of U.S. IHLs"</p> <p><b>PROVIDE</b> examples of approved branches of extensions of U.S. IHLs.</p> <p><b>DISCUSS</b> the differences between extensions of IHLs and study abroad programs.</p>
<p><b>Primary/Secondary School Relationships</b></p> <p>Examples of primary and secondary school relationships include:</p> <ul style="list-style-type: none"> <li>• U.S. School is the primary school and will award the degree.</li> <li>• Foreign School is the secondary school and must be approved in WEAMS.</li> <li>• Primary/Secondary Agreement Letter must be on record.</li> <li>• Attendance is certified by Foreign Institution.</li> <li>• Foreign School Training Enrollment Processing Procedures Apply.</li> </ul>	<p><b>DISPLAY</b> slide <b>9</b> "Primary/Secondary School Relationships"</p> <p><b>PROVIDE</b> additional examples of the Primary/Secondary Relationship that are unique.</p> <p><b>ENSURE</b> that the student understands this concept.</p>
<p><b>Comprehension Check</b></p> <p>Question: Who approves Study Abroad programs?</p>	<p><b>DISPLAY</b> slide <b>10</b> "Comprehension Check"</p> <p><b>ASK</b> the students the following question: Who approves Study Abroad programs?</p> <p><b>ANSWER:</b> Study Abroad is approved by the State Approving Agency (SAA) in the state</p>

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	of the U.S. school (i.e. Junior Year Abroad program)
<p><b>Eligibility Verification</b></p> <p>In order for a student to qualify for foreign school benefits the following must be verified:</p> <ul style="list-style-type: none"> <li>• Eligibility</li> <li>• Enrollment</li> </ul>	<p><b>DISPLAY</b> slide <b>11</b> “Eligibility Verification”</p> <p><b>UTILIZE</b> this screen to transition into the processing procedure.</p>
<p><b>Foreign School Certificate of Eligibility</b></p> <p>Review VA form 22-1990, 22-1990E, 22-1995, 22-5490, or 22-5495 for Type and Program of Education or Training.</p>	<p><b>DISPLAY</b> slide <b>12</b> “Foreign School Certificate of Eligibility”</p> <p><b>DISCUSS</b> the onscreen example.</p>
<p><b>Foreign School Certificate of Eligibility (Continued)</b></p> <p>Review WEAMS for IHL and program approval.</p> <ul style="list-style-type: none"> <li>• Individual programs must be listed and approved in WEAMS: <ul style="list-style-type: none"> <li>▪ If the program <b>IS</b> approved, issue a specific COE in BDN or Long Term Solution (LTS)</li> <li>▪ If the program <b>IS NOT</b> approved in WEAMS, send the Local PCGL letter, “Foreign School/Bad Course” (ROLDNY05)</li> </ul> </li> </ul>	<p><b>DISPLAY</b> slide <b>13</b> “Foreign School Certificate of Eligibility (Continued)”</p> <p><b>DISCUSS</b> WEAMS for IHL and program approval.</p>
<p><b>Foreign School Certificate of Eligibility (Continued)</b></p> <ul style="list-style-type: none"> <li>• Review VA Form 22-1999 for enrollment information</li> <li>• Foreign Institutions can generally be identified by the last two digits of the facility code <ul style="list-style-type: none"> <li>○ Last two digits are greater than “62”</li> </ul> </li> <li>• Review WEAMS for IHL and program</li> </ul>	<p><b>DISPLAY</b> slide <b>14</b> “Foreign School Certificate of Eligibility (Continued)”</p> <p><b>DISCUSS</b> the VA Form 22-1999I.</p> <p><b>EMPHASIZE</b> the importance of the facility code.</p>

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<p>approval</p> <ul style="list-style-type: none"> <li>Individual programs must be listed and approved in WEAMS</li> </ul>	
<p><b>Comprehension Check</b></p> <p>What should you do if the program <b>IS NOT</b> approved in WEAMS?</p>	<p><b>DISPLAY</b> slide <b>15</b> "Comprehension Check"</p> <p>Ask the student the following question: What should you do if the program <b>IS NOT</b> approved in WEAMS?</p> <p><b>Answer:</b> Send the Local PCGL letter, "Foreign School/Bad Course" (ROLDNY05)</p>
<p><b>Foreign School Enrollment Certification</b></p> <p>If the institution or program is not approved in WEAMS, follow these guidelines:</p> <ul style="list-style-type: none"> <li>Send an inquiry regarding program approval to the following email address: <ul style="list-style-type: none"> <li>VAVBABUF/RO/ESU/FOREIGN SCHOOLS.</li> </ul> </li> <li>If the ELR confirms program approval and provides the necessary information, process as usual.</li> <li>If the ELR indicates they do not have a pending approval action for the program in question or the ELR does not respond to your inquiry in 7 calendar days, refer to the steps below: <ul style="list-style-type: none"> <li>Send the Local PCGL letter, "Foreign School/Bad Course" (ROLDNY05) to the claimant with a copy to the Foreign Education Liaison Representative</li> </ul> </li> </ul>	<p><b>DISPLAY</b> slide <b>16</b> "Foreign School Enrollment Certification"</p> <p><b>NOTE</b> M22-4 Part III 7.05 d. The Manila RO may approve programs offered in the Republic of the Philippines, including non-degree programs for eligible persons under chapter 35.</p> <p><b>**Need a foreign school expert to review. **</b></p>

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<b>PowerPoint Slides</b>	<b>Instructor Activities</b>
<p><b>Foreign School Enrollment Certification (Continued)</b></p> <ul style="list-style-type: none"> <li>• If the institution or program is approved in WEAMS, follow these guidelines: <ul style="list-style-type: none"> <li>○ Verify the tuition and fee charges are reported in foreign currency</li> </ul> </li> <li>• If the tuition and fee charges <u>are not</u> reported in foreign currency: <ul style="list-style-type: none"> <li>○ Contact the certifying official via email address listed in WEAMS for tuition and fee charges in foreign currency</li> </ul> </li> </ul>	<p><b>DISPLAY</b> slide <b>17</b> "Foreign School Enrollment Certification (Continued)"</p>
<p><b>Foreign Currency</b></p> <p>If the tuition and fee charges <u>are</u> reported in foreign currency:</p> <ul style="list-style-type: none"> <li>• Prior to processing, convert foreign tuition and fee charges to U.S. currency using the OANDA Currency Converter used by the U.S. Treasury <ul style="list-style-type: none"> <li>○ <a href="http://www.oanda.com/currency/converter/">www.oanda.com/currency/converter/</a></li> </ul> </li> <li>• Use the July 1<sup>st</sup> date that precedes the beginning date of the claimant's enrollment period when converting foreign currency to US dollars.</li> </ul>	<p><b>DISPLAY</b> slide <b>18</b> "Foreign Currency"</p> <p><b>DISCUSS</b> the policy for reporting tuition in fees in foreign currency.</p> <p><b>SHOW</b> the student <a href="http://www.oanda.com/currency/converter/">www.oanda.com/currency/converter/</a></p>
<p><b>Foreign Currency (Continued)</b></p> <ul style="list-style-type: none"> <li>• OANDA Currency Converter does not allow for future dates, therefore, if the enrollment certification is received before July 1st, with a start date after July 1st, VCE will set diary for July 1st (O-FGN).</li> <li>• Once the diary is matured, convert foreign currency into US dollars using the July 1st date that precedes the</li> </ul>	<p><b>DISPLAY</b> slide <b>19</b> "Foreign Currency (Continued)"</p> <p><b>DISCUSS</b> currency conversion.</p> <p><b>EXPLAIN</b> how the currency converter works.</p>



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beginning date of the individual's enrollment period and enter tuition and fees into BDN and LTS accordingly.	
<p><b>Comprehension Check</b></p> <p>Who should you contact if tuition and fees are not listed in foreign currency?</p>	<p><b>DISPLAY</b> slide <b>20</b> "Comprehension Check"</p> <p>Ask the student the following question: Who should you contact if tuition and fees are not listed in foreign currency?</p> <p><b>ANSWER:</b> Contact the certifying official via email address listed in WEAMS for tuition and fee charges in foreign currency</p>
<p><b>Summary</b></p> <p>You have completed the Foreign Schools lesson. You should be able to:</p> <ul style="list-style-type: none"> <li>• Given references, define the term "foreign schools", with 80% accuracy.</li> <li>• Given references, define other types of foreign training, with 80% accuracy.</li> <li>• Given references, determine foreign school processing procedures, with 80% accuracy.</li> </ul>	<p><b>DISPLAY</b> slide <b>21</b> "Summary"</p> <p><b>REVIEW</b> the information in the day's lesson.</p> <p><b>REVIEW</b> student responses to the icebreaker.</p>
<p><b>Questions?</b></p>	<p><b>DISPLAY</b> slide <b>22</b> "Questions?"</p> <p><b>ASK</b> students if they have any questions about the day's lesson.</p> <p><b>RESPOND</b> to all questions before tasking students to complete the assessment.</p>
<p><b>TMS Assessment and Survey</b></p> <ul style="list-style-type: none"> <li>• The assessment and survey have been assigned to you in TMS.</li> </ul>	<p><b>DISPLAY</b> slide <b>23</b> "TMS Assessment and Survey" slide</p> <p><b>Conclude the training by doing the following:</b></p>

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<ul style="list-style-type: none"><li>• The assessment is comprised of multiple choice questions.</li><li>• The questions are based on the information you learned today.</li><li>• You should be able to complete the assessment and survey within one hour.</li><li>• Be sure to complete both the assessment and the survey in TMS to receive credit for this training.</li></ul>	<ul style="list-style-type: none"><li>• <b>Confirm the</b> students know how to access the assessment and survey in TMS.</li><li>• <b>EXPLAIN</b> that the assessment is TMS# and will cover what they learned in class today.</li><li>• <b>REMIND</b> them that they must complete both the assessment and the survey in order to receive credit in TMS.</li><li>• <b>TELL</b> students that the survey provides them an opportunity to improve the training and that their feedback is welcome.</li></ul>